

Executive for A & M

Assistant Director for Operations

Revised Table of Organization for
FBIB Departmental Offices

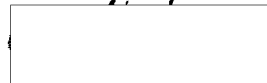
17 Sept 48

1. In order to increase the operational efficiency of the Branch and to provide adequate compensation for the duties performed, it is requested that the FBIB Departmental Table of Organization be amended as outlined in the attached charts (Tab 1), and the current personnel ceiling accordingly be increased by eight positions.

2. During the past year, FBIB has undergone a major reorganization resulting in a revision of operational policies, a marked improvement of all phases of operations, and a considerable increase in the duties and responsibilities assigned to the personnel of the Branch.

3. Detailed explanation of the recommended changes for the FBIB Departmental T/O is set out in Tabs 2 and 3.

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Enclosures: Tabs 1,2,3

cc: Addressee: Orig. & 1
O/O: 2
Ret. FBIB: 1
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TAB 1

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PROPOSED REVISION OF FBI DEPARTMENTAL T/O

Present Organization Job Title	Number	Classification	Bureau Grade	Number	Proposed Organization Job Title	Proposed Number	Proposed Classification	Remarks
FIELD DIVISION, DEPARTMENTAL (PROPOSED CHANGE ONLY)								
FIELD DIVISION, DEPARTMENTAL Chief	1	CAF-12	1327	FIELD DIVISION, DEPARTMENTAL Chief of Field Operations	1	CAF-13	See Tab 2	
EDITORIAL DIVISION (Complete—PROPOSED CHANGES UNDERLINED)								
OFFICE OF CHIEF				OFFICE OF CHIEF			See Tab 3	
Chief	1	CAF-12	1298	<u>Chief</u>	1	CAF-13	Page 2	
Assistant Chief	1	CAF-11	1299	<u>Assistant Chief</u>	1	CAF-12	P.2 Par.2	
Editor	3	CAF-11	1301	(Deleted)				
Clerk	1	CAF-4	1770	<u>Clerk</u>	1	CAF-5	P.3 Par.4	
Clerk	2	CAF-2	1762	Clerk	2	CAF-2		
				OFFICE OF MANAGING EDITOR				
				<u>Managing Editor</u>	1	CAF-12	P.3 Par.C	
				<u>Asst. Managing Editor</u>	1	CAF-11	P.3 Par.C	
EUROPEAN SECTION				EUROPEAN SECTION				
Chief	1	CAF-11	1319	<u>Chief</u>	1	CAF-12	P.3 Par.4	
Western European Unit:				West European Unit:				
Editor	1	CAF-9	1320	<u>Unit Chief</u>	1	CAF-11	P.4 Par.2	
Editor	3	CAF-7	1321	<u>Editor</u>	3	CAF-9		
Editor	3	CAF-5	1322	<u>Editor</u>	3	CAF-7		
Eastern European Unit:				Eastern European Unit:				
Editor	1	CAF-9	1320	<u>Unit Chief</u>	1	CAF-11	P.5 Par.3	
Editor	3	CAF-7	1321	<u>Editor</u>	3	CAF-9		
Editor	3	CAF-5		<u>Editor</u>	3	CAF-7		

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TAB 1, p.2

Present Organization Job Title	Number	Classification	Bureau	Proposed Organization Job Title	Proposed Number	Proposed Classification	Remarks
		Grade	Number			Grade	
EUROPEAN SECTION (Cont.)				Tab 3 (Cont.)			
British Empire Unit:				British Empire Unit:			
Editor	1	CAF-9	1320	(Deleted)			P.5 Par.5
Editor	1	CAF-7	1321	(Deleted)			
Near & Middle East Unit:				Near & Middle East Unit:			
Editor	1	CAF-9	1320	Unit Chief	1	CAF-11	P.5 Par.4
Editor	1	CAF-7	1321	Editor	1	CAF-9	
Editor	1	CAF-5	1322	Editor	1	CAF-7	
				Germany & Austria Unit:			
				Chief	1	CAF-9	P.6 Par.6
				Editor	1	CAF-7	
				Editor	1	CAF-7	
				USSR SECTION			
				Chief	1	CAF-12	P.6 Par.5
				Editor	1	CAF-11	
				Editor	2	CAF-9	
				Editor	3	CAF-7	
FAR EAST SECTION				FAR EAST SECTION			
Chief	1	CAF-11	1323	Chief	1	CAF-12	P.7 Par.5
Japan-Korea Unit:				Japan-Korea Unit:			
Unit Chief	1	CAF-9	1324	Unit Chief	1	CAF-11	P.7 Par.2
Editor	1	CAF-7	1325	Editor	1	CAF-9	
Editor	1	CAF-5	1326	Editor	1	CAF-7	
China Unit:				China Unit:			
Unit Chief	1	CAF-9	1324	Unit Chief	1	CAF-11	P.8 Par.3
Editor	2	CAF-7	1325	Editor	2	CAF-9	

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TAB 1. P.3

Present Organization	Number	Classification	Bureau	Proposed Organization	Proposed Number	Proposed Classification	Proposed Grade	Remarks
Job Title			Number	Job Title				
FAR EAST SECTION (Cont.)								
Other Far East Units								
Unit Chief	1	CAF-9	1324	Unit Chief	1	CAF-11		P. 2 Para 4
Editor	1	CAF-7	1325	Editor	1	CAF-9		P. 2
				Editor	1	CAF-7		P. 2
LATIN AMERICAN SECTION								
Chief	1	CAF-11	1315	Chief	1	CAF-11		P. 2 Para 2
Editor	2	CAF-9	1316	Editor	2	CAF-9		P. 2 Para 2
PRODUCTION SECTION								
Chief	1	CAF-5	1305	Chief	1	CAF-5		
Unit Supervisor	4	CAF-4	1306	Unit Supervisor	4	CAF-4		
Clerk-Typist	12	CAF-3	1307	Clerk Typist	12	CAF-3		
WIRE SERVICE SECTION								
Chief	1	CAF-11	1700	Chief	1	CAF-12		P. 2 Para 2
Editorial Units:								
Info. & Edit. Spec.	1	CAF-9	1702	Info. & Edit. Spec.	1	CAF-11		P. 2 Para 2
Info. & Edit. Spec.	4	CAF-9	1701	Info. & Edit. Spec.	4	CAF-11		
Info. & Edit. Spec.	4	CAF-9	1701	Info. & Edit. Spec.	4	CAF-9		
Info. & Edit. Spec.	4	CAF-7	1703	Info. & Edit. Spec.	4	CAF-7		
Teletype Units:								
Chief Teletypist	1	CAF-6	1312	Chief Teletypist	1	CAF-6		
Teletype Operator	5	CAF-5	1313	Teletype Operator	5	CAF-5		
Teletype Operator	9	CAF-4	1314	Teletype Operator	9	CAF-4		
TECHNICAL INFO. SECTION								
Unit Chief	1	CAF-7	1854	Unit Chief	1	CAF-7		
Assistant Chief	1	CAF-5		Assistant Chief	1	CAF-5		
Clerk-Typist	1	CAF-3	1855	Clerk Typist	1	CAF-3		

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TAB 2

1. Chief of Field Operations, Field Division (Departmental), for which reclassification to CAF-13 is requested, acts as Operational Officer to Chief, FBIS, with responsibility for maintaining adequate and representative coverage at field monitoring stations of all significant foreign radio broadcasts and press transmissions.

2. He directs continuous exploration and research for new transmitters, changes of operating frequency or program schedule of existing transmitters, appearance of variant types of broadcast material and the employment of variant media of communications for press dispatches.

3. He assigns coverage of broadcast programs and press schedules to the several field stations in accordance with the importance of the transmitter, the significance of the material, the listening range and linguist staff of individual monitoring stations and the rapidity of available communications. He maintains surveillance over the performance of assigned coverage, making changes in allocation with changing political situations, reception conditions and field station workload. He sets up and directs the operation of a communications network between field stations and Washington.

4. He directs a continual review of monitoring coverage by analysis of wordage monitored, wordage cabled and wordage utilized, and of time and effort devoted to each political area and language.

5. He recommends the establishment or relocation of field stations, improvements to their equipment, alterations to their tables of organization and changes in their staffs.

6. The current relocation of four field stations has enormously increased the complexity of the duties of this position by bringing within monitoring range hundreds of additional transmitters whose programming must be plotted, analyzed and assigned for coverage, and by requiring the establishment of new field monitoring schedules, new tables of organization with regrouping of linguists and new channels of communication. The difficulty of maintaining adequate coverage without duplication of effort in the field will be aggravated by the interlocking relations between shortwave and medium wave programming as monitoring stations in greater proximity to target areas are activated.

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EDITORIAL DIVISION

TAB 3

A. GENERAL

1. Systematic radio broadcasting throughout the world has been going through a period of continuous expansion, especially marked since the end of World War II. This expansion, with increased complexity of structure and programing, is likely to continue in the foreseeable future. There are continual changes in broadcast programs from all countries. There are changes in monitorable quality and quantity. The amount of significant intelligence information on any broadcast or segment of broadcasting is subject to great variation. Systematic monitoring of foreign radio broadcasts must keep pace with this constant expansion and these continual qualitative and quantitative fluctuations. Sampling in the interest of improving the over-all yield of significant intelligence and propaganda information must be continuous.

2. The integration of the monitoring function into the Central Intelligence Agency has resulted in reorientation of foreign broadcast monitoring operations to intelligence needs, with finer definition of requirements and more thorough exploitation of foreign broadcasts as a source of information. The responsibilities and problems of both collection and dissemination have been increased by intelligence agency requirements for greater coverage, greater detail, and specialized selection of information. In times of crisis this information is required on an hour-to-hour basis, day or night.

3. The principal duty of the Editorial Division is to disseminate the information which is monitored, applying methods of selection to sources and content so that the greatest possible amount of high-quality intelligence information may speedily be made available to the intelligence authorities of the Government. This duty necessarily includes a continuous evaluation and re-evaluation of all segments of radio broadcasting. Pressure for greater and improved coverage has increased the responsibilities and problems of Division, Section and Unit Chiefs in meeting overall requirements. Editorial duties on the selection level have become correspondingly more exacting, involving more important and more difficult decisions as to inclusion and exclusion of material disseminated in the Daily Report or by wire, with their physical limitations as to size and volume.

4. All Chiefs of editorial sections or units must, first, be proficient and experienced editors, with qualifications fitting them for leadership, supervision, checking and training of other editors, both in the Division and in Field Bureaus. Second, they must understand thoroughly the problems of monitoring, translation and communication, and the complications thereof. Third, they must have a wide general knowledge of world affairs, both current and historical, with capacity for instant evaluation of foreign broadcast material as to its specific and relative intelligence significance. Fourth, with this ability, knowledge and background as a basis, they must be able to advise the Chief of the Editorial Division and other superior officers on all phases of editorial operations, requirements for information, and problems of editorial personnel. Fifth, they must be able to conduct informal liaison concerning general and particular intelligence information derived from

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or relating to foreign broadcasts with officials within CIA or in outside intelligence agencies, often on a relatively high level.

5. Because of (a) the greatly increased responsibilities and heavier duties of the job now required of the Editorial Division, particularly of the key personnel in the position of chiefs of sections and units; (b) the extreme difficulty of recruiting personnel at the present grades who are qualified to fill these responsible and exacting positions; and (c) the great difficulty even of training personnel for these jobs, since the opportunities for promotion are so limited, it is strongly recommended that these jobs be reclassified as indicated, and that the lower-bracket jobs also be reclassified in accordance with operational necessities.

B. OFFICE OF CHIEF, EDITORIAL DIVISION

1. The Chief, Editorial Division, for which reclassification to CAF-13 is requested, is responsible for processing and dissemination of the information collected in conformity with the requirements of intelligence agencies—mainly the CIA, Department of State, and the Department of National Defense—on a day-to-day and hour-to-hour basis. Formal dissemination is by means of a five-day-a-week Daily Report of 70,000 words and a wire-ticker file of about 20,000 words daily. Informal dissemination is by telephone and by special messenger.

In carrying out these principal duties and responsibilities, the Chief of the Editorial Division directly supervises and administers a staff of 90 employees, including 50 editors, indirectly evaluates and checks the work of 50 other editors in field bureaus with respect to editorial policy and procedures, and makes recommendations as to selection and transfer of personnel to and from the field. He is responsible for training and orientation of editorial personnel for both headquarters and field bureaus, for determining editorial policies and maintaining standard editorial practices throughout FBIB.

In consultation with other FBIB officials, he assists in determination of policy to assure optimum effectiveness in the use of FBIB collection facilities and in the transmission of information collected in adequate volume, quality and rapidity, to headquarters for dissemination. He must attend intelligence meetings and deal with intelligence personnel on a high level in other branches of CIA as well as of the State Department and the National Defense Department.

2. Assistant to the Chief, Editorial Division, for which reclassification to CAF-12 is requested, is required to assist the Chief of the Division in determining the policies, in carrying out the responsibilities, and performing the duties enumerated above. He has personal responsibility for a one-page comprehensive summary of world-wide broadcasts which is distributed daily to selected high-level intelligence officials. In the absence of the Chief, he is required to perform all of the duties of the Chief.

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3. Reassignment of the three CAF-11 editor positions in the office of the Chief of the Editorial Division is requested. This is merely a structural change in the T/O and does not involve change in grade or in actual duties. The establishment of an office of Managing Editor provides an organizational structure which corresponds to work assignments actually in effect.

4. A raise in grade from CAF-4 to CAF-5 of the Division Clerk is requested. The great increase in the duties and responsibilities in the Division and, particularly, in the office of the Chief of the Editorial Division, has correspondingly augmented the responsibilities of his clerical assistant.

C. OFFICE OF MANAGING EDITOR

The Managing Editor, with the help of his assistant, has a function corresponding to that of the Managing Editor of a daily newspaper. He exercises control over the daily make-up of The Reports, providing direction and coordination for all Report sections and the Production Section as each issue goes to press. He allocates space in the publications and governs the flow of edited copy to the Production Section, of proofs to and from the Production Section, and of completed stencils to the Reproduction Division, meeting all deadlines throughout the daily processing period of the Daily Report. He requires assistance to check and control about 70,000 words of copy per day. The office consists of one Managing Editor, CAF-12, and an Assistant, CAF-11.

D. EUROPEAN SECTION

1. Reclassification from CAF-11 to CAF-12 of the position of Chief of this section is requested.

The general increase in the duties and responsibilities of this Section Chief is as noted above (see p. 1, A-4). Specifically, he is responsible to the Chief of the Editorial Division for an increased volume of incoming foreign broadcast material of growing complexity and for dissemination in the European Section of the Daily Report of the most important segment of information dealt with by FBIS. The complexity of his responsibilities and duties is reflected in the growth of broadcasting systems throughout Europe and in the necessity for subdivision of the European Section into four units comprising about 24 editors, of grades CAF-11, CAF-9 and CAF-7. Qualifications for the position embrace a wide knowledge of world affairs, with special reference to countries and areas of Europe, the Near and Middle East, and Africa. About 65,000 words per day are now processed by this section, of which 25,000 to 30,000 are disseminated in the European section of the Daily Report. Apart from this, the preparation for publication of a special roundup of European broadcast information assembled by FBIS editors in London is a personal responsibility of the Chief of the European Section.

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In addition he must supervise and participate in the rendering of special services to intelligence agencies on critical situations, for which services there is an ever increasing demand.

He advises and consults with the Chief of the Division on all phases of European monitoring and participates in the determination of policies and the establishment of procedures related to collection and dissemination. His responsibility in the training of new editorial personnel and the re-orientation of older editorial employees has increased as the standards and procedures of the CIA and FBIS have become increasingly rigid and exacting.

The same or similar considerations apply to the other positions in the European Section, and reclassification two grades upward is requested.

2. Western European Unit requires the following staff:

- 1 Chief - CAF-11
- 3 Editors - CAF-9
- 3 Editors - CAF-7

Chief of this unit must have wide general knowledge of world affairs and of the systematic global monitoring of foreign radio broadcasts (see p.1, A-4), with special reference to some 16 countries and areas of western Europe. In his relations with other units of the Editorial Division, his responsibility is to coordinate his segment of intelligence information with all other segments as part of a well-rounded presentation. Within his unit he must coordinate the work of six editors dealing with western European countries and areas into a comprehensive intelligence picture of Western Europe. He must advise and consult with the Chief of the European Section and the Chief of the Editorial Division as to information and other requirements of his unit. Operationally he is responsible for the editorial processing, including selection and final editing of seven sections of the Daily Report covering Western Europe.

He is also responsible for informal contacts covering his segment of information with opposite members within CIA and in outside intelligence agencies.

The six editors in this unit process copy for the Daily Report on a basis of volume and intelligence importance of the various countries and transmitters, as follows:

CAF-9 Editors:	France
CAF-9 Editors:	Italy and the Vatican
CAF-9 Editors:	Belgium, Holland and Luxembourg
CAF-7 Editors:	Finland
CAF-7 Editors:	Sweden, Norway and Denmark
CAF-7 Editors:	Spain, Portugal, Switzerland, U.K. and others.

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3. Eastern European Unit requires the following staff:

1 Chief - CAF-11
3 Editors - CAF-9
3 Editors - CAF-7

The responsibilities and general qualifications of the Chief, Eastern European Unit, are parallel to those of other editorial unit chiefs, with special reference to the seven USSR-satellite countries of Eastern Europe and the Balkans. Operationally, he is responsible for the editorial processing, including selection and final editing, of two sections of the Daily Report covering Eastern Europe and the Balkans.

The six editors in this unit process copy for the Daily Report, as follows:

CAF-9 Editor: Yugoslavia and Albania
CAF-9 Editor: Czechoslovakia
CAF-9 Editor: Poland
CAF-7 Editor: Hungary
CAF-7 Editor: Rumania
CAF-7 Editor: Bulgaria

4. Near and Middle East Unit requires the following staff:

1 Chief - CAF-11
1 Editor - CAF-9
1 Editor - CAF-7

The responsibilities and general qualifications of the Chief, Near and Middle East Unit, are similar to those of other editorial unit chiefs, with special reference to the six Arab League countries and Greece, Turkey and Palestine. Operationally, he is responsible for the editorial processing, including selection and final editing, of two sections of the Daily Report covering Greece, Turkey and the Near East countries.

The Chief and two editors in this unit process copy of the Daily Report, as follows:

Chief:	Arab League Countries: Syria, Lebanon, Iraq, Egypt, Saudi Arabia, Transjordan
CAF-9 Editor:	Greece (including "Free Greece") and Turkey
CAF-7 Editors:	Iran and Palestine

5. Deletion of the British Empire Unit is requested, its function to be transferred to the Western European Unit and the Far East Section.

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6. The addition of a Germany and Austria Unit in the European Section is requested. Because of the peculiarities of these two areas from a radio as well as a political standpoint, it is necessary to deal with them apart from the other areas and countries of western Europe. The fact that broadcasting in these countries is to a great extent controlled and directed by four different Governments—the U.S., the U.K., France and the USSR—is a factor in the need for special handling. The proposed setup and apportionment of work are as follows:

Chief,	CAF-9:	Germany
1 Editor,	CAF-7:	Assists on above
1 Editor,	CAF-7:	Austria

E. USSR SECTION

The critical importance and increased volume of material broadcast by transmitters in the USSR require the establishment of a separate Daily Report section for USSR broadcasts. It is requested that the following staff be provided:

1 Chief,	CAF-12
1 Editor,	CAF-11
2 Editors,	CAF-9
3 Editors,	CAF-7

Russian broadcasting is unique in its structural immensity, its complexity, and its worldwide impact. The USSR Section processes voice and press (TASS) on the Home Service, on the European Service, and on the Overseas and Far East Service—the last including broadcasts to the U.S. and Latin America.

The responsibilities and general qualifications of the Chief, USSR Section, are parallel to those of other editorial section chiefs, with special reference to the USSR and its multifarious relationships which impinge on all parts and all countries of the world. Operationally, he is responsible for the editorial processing, including selection from a vast volume of material, and final editing of the three USSR sections of the Daily Report.

The six editors in this section process copy for the Daily Report on the basis of relative importance and volume, as follows:

1 CAF-11 and 1 CAF-7 Editors:	Home Service
1 CAF-9 and 1 CAF-7 Editors:	European Service
1 CAF-9 and 1 CAF-7 Editors:	Overseas and Far East Service

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F. FAR EAST SECTION

1. Reclassification from CAF-11 to CAF-12 of the position of Chief of this section is requested.

In general, the increase in the duties and responsibilities of this position are as stated above (See p. 1, A-4).

This section chief is responsible to the chief of the Division for the supervision and correlation of the functions of the three units comprising the section and coordinates the work of the section with other parts of the Editorial Division. Qualifications for the position include a wide knowledge of world affairs, with special reference to Far East countries and areas, including, besides China and Japan, the countries of South East Asia, the East Indies, India, and Australia.

The expansion and increasing complexity of Far Eastern broadcasting, even aside from mere increase in volume of wordage handled, have made such more exacting the duties of this section chief, who is assisted by and supervises nine other editors of Grades CAF-11, CAF-9 and CAF-7. Fifty to sixty thousand words per day pass through this section for evaluation and selection. Dissemination consists of 18,000 to 20,000 words through the Daily Report.

In addition he must supervise special services to intelligence agencies on critical situations for which there is an ever increasing demand.

He advises and consults with the Chief of the Division on all phases of Far East monitoring and participates in the determination of policy and establishment of procedures for editors in Far East and Pacific Field Bureaus.

His responsibility in the training of new personnel and the re-orientation of older employees has increased as the standards and practices of the CIA and the FBIS have become increasingly exacting and more rigid.

The same or similar considerations apply to the other positions in the Far East Section. It is requested that they be reclassified in accordance with the following outlines:

2. Japan-Korea Unit requires staff as follows:

- 1 Chief, CAF-11
- 1 Editor, CAF-9
- 1 Editor, CAF-7

Chief of the unit must have wide general knowledge of world affairs and of the systematic global monitoring of foreign radio broadcasts, with special references to Japan, Korea and the Philippines. He must coordinate his segment of intelligence information with other units of the Editorial Division. Within his unit he must coordinate his own work and that of the two editors assisting him. He must consult and advise with the Chief of

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the Far East Section and the Chief of the Editorial Division as to information and other requirements of his unit. Operationally he is responsible for the editorial processing, including selection and final editing, of those sections of the Daily Report covering Japan, Korea and the Philippines.

Work of this unit is apportioned as follows:

Chief, CAF-11 - Japan
Editor, CAF-9 - Korea
Editor, CAF-7 - Philippines

3. China Unit requires the following staffs:

1 Chief, CAF-11
2 Editors, CAF-9

The same general considerations apply as to Japan-Korea Unit above. Allocation of work: The Chief, CAF-11, apportions the work to the two Editors, CAF-9, and is responsible for the entire output:

Editor CAF-9 - Central (Nationalist) China
Editor CAF-9 - Communist China

4. Other Far East material requires the following staffs:

1 Chief, CAF-11
1 Editor, CAF-9
1 Editor, CAF-7

Same general considerations as above. Allocation of work:

Chief, CAF-11 - Directs work of 2 editors and is himself responsible for India, Pakistan, Burma, Siam and Malaya.
Editor, CAF-9 - Netherlands East Indies (both factions), North Borneo, Sarawak.
Editor, CAF-7 - French Indochina, Pacific Islands, Australia, New Zealand.

G. LATIN AMERICAN SECTION

It is requested that the structural organization of this section into three units be abandoned and that this section be made up of three editors, as follows:

1 Chief, CAF-11
2 Editors, CAF-9

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The broadcasts from transmitters in the 20 American Republics can be handled and processed by a Chief and two CAF-9 editors, the work being apportioned as follows:

Chief, CAF-11: Brazil
Editor, CAF-9: Argentina
Editor, CAF-9: Chile

Work on the remaining transmitters can be apportioned in accordance with day-to-day requirements.

H. WIRE SERVICES SECTION

1. Reclassification of the position of Section Chief to CAF-12 is requested. The general increase in the duties and responsibilities of this Section Chief is as noted heretofore. Specifically, he is responsible to the Chief of the Editorial Division for an increased volume of incoming foreign broadcast material and related messages and for the material disseminated by wire-ticker. He is responsible for a round-the-clock check on all wire and wireless transmissions from the Field Bureau, amounting to about 125,000 words daily, for maintaining an increasingly close contact with field editors and giving them instructions to assure receipt at headquarters of the required intelligence information, and for participating in the determination of policies and establishment of procedures relating to the incoming and outgoing wire services.

He is responsible, especially during non-duty hours, for procedures involved in giving special informational service on critical international developments to officials of the State Department, Department of National Defense, and officers of CIA; the demand for these special services has considerably increased and is expected to increase further.

He is responsible for the preparation of written summaries and roundups of series of related broadcasts dealing with significant international events for dissemination by wire and for other intelligence purposes. He is responsible for preparation of written reports on daily significant international developments for the information of the chief of the editorial division and other FBIB officials and makes frequent verbal reports on current outstanding events.

He is responsible for training Headquarters and Field Bureau editors in practices and procedures of the Wire Services. He is responsible for 24 hour-a-day 7 day-a-week scheduling of 13 wire editors, grades CAF-7 to CAF-11, and 15 teletypists to assure unbroken coverage of incoming and outgoing wires. In the discharge of this responsibility he must be on call while off duty.

2. It is requested that five positions of editors CAF-9 in the Wire Services Section be reclassified to CAF-11.

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One of these positions is that of chief editor of the outgoing wire to the State Department and Department of the Army. This is a position of unique importance and requires in the employee holding it not only the qualifications of other sections and unit heads but also a full knowledge of the requirements of the State Department for information and propaganda material useful as a basis for counter-broadcasting via the Voice of America. These requirements have become increasingly exacting and are likely to become more so in the future. This employee is responsible for the correct pattern of the wire file and participates, keeping in close contact with Voice of America officials, in the establishment of procedures to assure a speedy flow of carefully selected and specially prepared material to the principal recipients.

He participates in the training of Wire Services editors and in the absence of the chief is responsible for all operations of the section.

Two of the four remaining CAF-11 editors serve as shift chiefs: each of them covers off-hours shifts, 1600-0800. On these shifts they act as chief of the section and perform all the routine duties of the chief as described above.

In addition, during these hours and on weekends and holidays, they act as duty officer for the Branch, dealing with any Branch problems which may arise. The other two CAF-11 editors are responsible for the wire file for the BBC in Caversham, England.

The general responsibilities and qualifications of these editors are similar to those of Chiefs of Sections and Units described above (see p. 1, A-4).

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